

# Institutional Information and Communication Technology Accessibility Guidance

Gavilan College Last Updated: 4/18/18

[DONE] = Met benchmark\* [IP] = In progress [HOLD] = On hold [\*\*\*] = Not started

\*If benchmark is not met, please say why if you know. If not, say unknown.

## Institutional Representation (Fred/Wade)

I. Institutional Representation	Current Status	Immediate Next Steps	Blocking Issues
Accessibility Coordinator Named	Not started		
Accessibility Coordinator represented on Organizational Chart	Not started		
ICT Accessibility Committee Formed	DONE		
Campus-wide representation on committee	DONE		
Chair and Co-Chair named	DONE		
Regularly scheduled ICT Accessibility meetings	IP		
Minutes and Action Items recorded	DONE		
Accessibility included in staff IT job descriptions	IP - Web Developer	Is it part of Job Description?	
Creation of Web/IT Accessibility website	IP	Working on changes on website & complaint form	

## Policy & Administrative Procedures (Fred/Brooke)

II. Policy	Current Status	Immediate Next Steps	Blocking Issues
Institutional board policy exists	DONE		
Scope of Administrative Procedures for Web/IT accessibility defined	IP	Need to check if AP is complete.	
Technical standard specified in Administrative Procedures	DONE AP 6365		
Policy and/or Administrative Procedures for procurement of accessible ICT products	DONE		
Consequences for Non-Conformance	Not started	More info necessary	
Public notice/dissemination of policy	DONE		

## Grievance Process (Eric)

III. Grievance Process	Current Status	Immediate Next Steps	Blocking Issues
Hyperlink from website to Web/IT Accessibility page	IP	Complaint process draft completed, need approval	

Multiple methods to report accessibility barrier <ul style="list-style-type: none"> <li>• <i>Online form</i></li> <li>• <i>E-mail communication</i></li> <li>• <i>Phone/TTY communication</i></li> <li>• <i>Responsible person identified</i></li> </ul>	IP	Included in Complaint process (need to add TTY #)	
Contact information provided on website	IP	Included in Complaint process	
Internal steps specified when grievance reported	IP	Included in Complaint process	

## Procurement (Jeanne/Wade/Fred)

IV. Procurement Process	Current Status	Immediate Next Steps	Blocking Issues
Contract language includes accessibility statement	IP	Check current policies (BP/AP)	
Statement of Work includes accessibility language	DONE	Check with Fred/Wade	
RFP language includes accessibility requirements/statements	IP?	Check with Fred	
Workflow defined for evaluating Web and IT purchases for accessibility	IP	Need to add checks to	New online requisition
Creation of Equally Effective Alternate Access Plan when product has accessibility limitations			

## Campus ICT Audit (Kyle/Karl)

V. Campus Technology Audit	Current Status	Immediate Next Steps	Blocking Issues
Automated web accessibility evaluation procedures defined			
Manual web accessibility testing procedures established			
Conducting regular scans of public-facing web assets	IP		
Conducting regular scans of internal web assets			
Performing scans of departmental websites			
Performing scans of library website/resources			
Annual review of non-Web, IT assets			
Annual review of college's LMS environment			

## Staff Education & Training (Sabrina/Jane)

VI. Staff Education and Training	Current Status	Immediate Next Steps	Blocking Issues
<b>Online/Instructional Resources</b>			
PDF accessibility training to staff		All staff	Supervisor

	Implementation (Board Docs)	trained.	support
PDF accessibility training to faculty	Planning	Survey instructors on use	Time/dedicated instructional technologist position
Accessibility training in LMS for online faculty	Implemented and on-going. LMS software compliant	On-going awareness, especially on multimedia. Implementing new software that is compliant	Nothing, only training/ awareness
Accessibility training for electronic documents	Planning	Supervisor commitment, release time for staff	
Training on captioning solutions and resources	Training resources in place	Awareness	Time for task
Statement in Syllabus regarding Accommodations	Required	Faculty handbook given to all new hires and posted online	Nothing -- maybe awareness
<b>Institutional Processes for Access</b>			
Training on procurement process for accessibility	In process	Supervisor commitment, release time	